DIGITAL RESOURCES in LIBRARIES LIB K201
Course Syllabus
Fall 2010

Dr. Marie C. Shaw, Ed. D.
Work: 860-739-1472
Cell: 860-449-4411
Email: Marie.shaw@eastlymeschools.org

Office hours: One hour before each class or by appointment
Class resources are posted on Blackboard Learning

Course Objectives:

Digital resources are integral to library service. Students will learn how a wide variety of digital resources enhance library services. Students will gain experience and practice in the selection, management, and assessment of digital collections, including online subscriptions, technologies, and web services. Students will also discuss, analyze, and reflect on the issues of digital collections that compete with traditional practices, services and budgets.

Areas of Study:
- Electronic communications (email, discussion groups, listservs)
- Patrons and users
- Digital librarians (training, responsibilities, management)
- Competitive forces/markets for information
- Technology planning
- Infrastructure and networks, Connecticut Education Network
- Digitized collection development
- Blogs, Wikis, Social Networking
- Internet2
- Connecticut Digital Library
- Internet searching and evaluation of web sites
- Metadata
- Local, regional and state databases
- Licensing
- Information mapping
- Imaging and visual literacy
- Educational resources
- Government resources
- Copyright for digital resources
- Children's digitized collections
- Web page design and construction
- Electronic publishing, E-journals, E-books
- MP3 /audio e-books
- Online training for library professionals
- Digital preservation and museums

Text: The Whole Digital Library Handbook, Chicago, IL : American Library Association, 2007

Text is available at TRCC Bookstore, ALA Online, or Amazon.

Handouts and other readings provided by the instructor.

Electronic Portfolio
Students will be required to maintain an electronic portfolio of their work throughout this course. Students will regularly analyze and evaluate a wide variety of electronic resources. **Note: A jump drive is strongly recommended!** The portfolio should be organized by class meetings and contain reflective notes or rubrics on the products, sites, and resources examined and developed over the course of the semester. The portfolio will be a working file of resources for you.

Digital Resources Investigation Project (2 Parts)
The goal of this two-part project is for students to learn the many steps of converting a print collection to a digital resource.

Part I. *Scan libraries and schools for potential digital resources.*
Each student is to find 5 potential collections or resources that are currently not digitized. These are not to be personal collections (such as a family photo album), but rather collections found in libraries, schools, historical societies, government agencies, non-profit organizations, or even books that would potentially be used by more people if they were available in a digital format online. A handout with project specifics for Part I will be provided. **Due date: September 28th.**

Part II. *Write a grant to fund a digital resource conversion.*
With the guidance of the professor, each student will select one digital resource from their 5 investigations for a potential grant. During class on September 30th we will learn how to write a grant, and students will be given the template for this part of the project. Through the process of grant writing, students will learn the steps to propose, manage, and fund a digital resources conversion. **Due date: November 9th**

Midterm Exam
The midterm will be a review of understandings of course content from readings, discussions, and lectures up to this date. Midterm will be on **Tuesday, October 26ᵗʰ**.

Final Project
The final project in this class will be the creation of a digitization collection. A rubric for this project will be provided. The project will be introduced in early November and due at the final class.

Assessment:

Class participation/discussion	10%
In-class assignments	20%
Digital Resources Investigation	20%
Midterm	20%
Final Project	20%
Electronic Portfolio	10%

Grades	Equivalent	Quality Points
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0

D-	60-62	0.7
F		0

Attendance:
This course is designed in such a way that a student will get more from the in-class activities and discussion than the textbook alone. Therefore, students are expected to attend class regularly.

College Withdrawal Policy:
Students may withdraw, in writing at the Registrar's Office, for any reason until the end of the 10th week of classes. From the 11th week through the end of the 13th week, a student may withdraw with the signature of the instructor or advisor.

Disabilities Statement:

If you have a hidden or visible disability, which may require classroom or test-taking modifications, please see me as soon as possible. If you have not already done so, please be sure to notify the Disabled Student Counselor.